



DATE: March 9, 2012
TO: All City of Boston Vendors
FROM: Barry Fadden, Purchasing Agent
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SUBJECT: Upgrade of Financials System at the City of Boston

In 2012, the City of Boston is migrating to an electronic process for purchasing, bidding, contracting, vendor registration and payment. Please take a few moments now to review what's changing and register your organization's email contact for future communications.

What's Changing?

The City is upgrading its financials system to PeopleSoft 9.1. This upgrade will provide many features, giving vendors the ability to:

- Enter and update your vendor information online
- Receive Purchase Orders by email
- Supplier eCommerce integration through 'Direct Connect' web-based shopping
- Register, view, download and respond to bidding opportunities online
- View other vendor bids online (post-award)
- Securely finalize and collaborate on contract documents online

These new features apply to all purchases of goods and services.

Did You Know?

Less than 5% of the City's active vendors have an email address on file?

Update yours now:

www.cityofboston.gov/procurement

When Does the Change Happen?

Spring 2012: Vendor education opportunities.

Spring/Summer 2012: New online form available for vendor registration and profile maintenance.

Summer 2012: Online purchasing, bidding and contracting begin.

What Are the Benefits to My Organization to Register Online Now?

Organizations with an email address on file will receive timely and complete updates about the changes.

How and Where Will I Receive Updates?

- City of Boston's Procurement website : <http://www.cityofboston.gov/procurement>
- Via email. Limited correspondence and updates will continue in hard copy. Register your organization's email address through our website.

Questions?

For more information, contact the City's Accounts Payable department: Vendor.Questions@cityofboston.gov